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ABSTRACT

Designed for those students who do not know how to study effectively, this book emphasizes practical, proven ways of learning. The book explains key concepts and gives examples, followed by graded exercises to let the student build a successful study program. Students will learn how to: (1) manage time; (2) set study goals; (3) listen actively; (4) read quickly and efficiently; (5) grasp the meaning of tables and graphs; (6) prepare notes; and (7) recall information for tests and exams. The book offers a range of learning strategies based on the most recent learning research. It encourages students to develop the use of metacognition--the ability to think about their thinking. The book helps students to learn to analyze a situation, decide what skills or strategies are needed to gain understanding, and how to apply those skills to achieve success. Learning objectives and important vocabulary and concepts are clearly spelled out for students at the beginning of each chapter in the book. The Feedback Journal at the end of each chapter ensures that students know what they have learned and what must still be learned. The book concludes with appendixes on test preparation; test techniques; important test words; writing a paper; and study techniques. (NKA)

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